

Living a Healthy Life With Chronic Conditions

About this Workshop Survey Packet

To the Group Leaders:

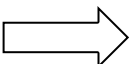
Thank you for leading this Workshop! Your help in collecting information using the forms described below will enable us to learn about the people who are taking this workshop, so that we can determine how best to serve all members of the community. We appreciate your help.

1. Overview of Forms

Example: This packet includes the survey forms required for your Workshop. These include the following:

Form	Description	Purpose	How to Use
1. Workshop Information Cover Sheet	1 page, double-sided . One per workshop.	Records all the details about the location, dates, leaders, and enrollment of this workshop.	Fill in the requested details about your workshop. Use as a cover sheet for the packet of forms that you return to the Survey Coordinator. (Make a copy if you are sending the workshop forms in more than one batch, and send a copy with each batch.)
2. Attendance Log	1 page, single-sided. One per workshop.	Records attendance by session for each participant.	At the first session, write the names of participants as they are provided on their <i>Participant Information Survey</i> (see below). Record each person's attendance at each session for all six weeks.
3. Welcome	1 page, single-sided. One for each enrolled participant.	This form provides participants with information about the <i>Participant Information Survey</i> . Participants may keep for their reference.	Distribute to participants at the beginning of the workshop with the <i>Participant Information Survey</i> (see below), and read the contents aloud to them.
4. Participant Information Survey	1 page, double-sided . One for each enrolled participant.	Participants are asked to provide a small amount of demographic information about themselves on this Survey.	Please copy as a double-sided page. Distribute to participants at the beginning of the workshop, with the Welcome form (see above).

Please turn over



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About this Workshop Survey Packet—continued

2. What Group Leaders need to know about the confidentiality of Participant Information

Participants are asked to provide a small amount of demographic data on the *Participant Information Survey* form. Be assured that their forms will be protected and there will be no identifying information connected to their responses.

Sample script that Group Leaders may read to the participants regarding the confidentiality of their information:

- We (Group Leaders) will maintain these paper forms securely and privately until we send them to the Survey Coordinator for the State.
- The Survey Coordinator will enter the information into a database. The information will be compiled with information from workshop participants around the country. The information stored in the database will *not* include your names or any information that identifies you.
- The paper forms will be stored securely by the Survey Coordinator until they are destroyed after no more than 4 years (3 years + the current year).
- While you may leave any question blank, we encourage you to complete the Survey. Summarized information from all participants will help us demonstrate how this program is serving people who will benefit the most.
- You are asked to provide your name on the *Participant Information Survey*. This is *only* so that the Survey Coordinator can correctly match the data from the Survey with the attendance information that we record on an *Attendance Log*. The Survey Coordinator must be able to tell which Survey goes with which row on the *Attendance Log*. You may choose to provide a nickname or your first name and last initial instead of your full name. As long as the name you choose to use is unique *within this workshop group*, that is fine.

3. What to do with the completed forms

Example: At the end of the 6-session Workshop, please check to see that the participant names written on the *Attendance Log* match the names provided on the *Participant Information Surveys*, and that all forms are as complete as possible. Clarify any unclear responses with participants (blanks, cross-outs, multiple responses when one response is requested, etc.). Return all the completed forms (*Workshop Information Cover Sheet*, *Attendance Log*, and *Participant Information Surveys*) within 2 business days after the last session to the Survey Coordinator.

If you have any questions or concerns about these forms, please contact the Survey Coordinator [provide contact information].